

NOTICE TO BIDDERS
Solicitation Fact Sheet
THIS IS A SMALL BUSINESS RESERVE (SBR) ONLY SOLICITATION
-PLEASE READ THOROUGHLY-

SOLICITATION No:
Title: Roof Replacement on VC Outbuildings

PROJECT No: SM-000-230-003

For the purpose of this solicitation, the Instructions to Bidders for Construction Projects (March 2022) and the General Conditions for Construction Contracts (July 2022) have been supplemented as follows:

1. **NOTICE TO BIDDERS:**

- A. The Bid Due Date for this solicitation is: **5/3/23 @ 11am**
All Bids and Required Documents Must Be Submitted Electronically on eMarylandMarketPlaceAdvantage (eMMA).
- B. Pre-Bid Conference is scheduled for: 4/26/23 on site at: 9:30am
18751 Hogaboom Ln. St. Mary's City MD., 20686
Maintenance Office
- C. Carefully review the Department of General Services General Conditions for Construction Contracts (July 2022) available at:
<https://dgs.maryland.gov/Documents/ofp/GeneralConditionsforConstruction2022.pdf>
- D. If you have any questions regarding use of the eMarylandMarketPlace, or if you have any questions or problems regarding submission of your bid, contact the eMMA eMarylandMarketPlaceAdvantage by email to: emma.helpdesk@maryland.gov

This project solicitation is being performed using the State's eMarylandMarketplaceAdvantage (eMMA) on-line electronic bidding program. Bids for this project will be accepted solely through the use of eMMA. To register for eMMA, all interested parties should contact at emma.maryland.gov

- E. The Project Cost Classification for this solicitation is: **Small Procurement Category III, under \$100,000 Minority Business Enterprises are encouraged to respond to this Solicitation**
- F. **Procurement Source Selection: Competitive Sealed Bids under COMAR 21.05.02 (Contract shall be awarded to the Responsive and Responsible Bidder who submits the Lowest Bid Price)**
NOTE: Bidders should NOT provide any comments in the comments box for each line item. If comments are provided, the bid will be determined to be non-responsive and that firm's bid will be rejected. Questions or comments should be submitted to the Project Manager prior to the bid opening.
- G. **TIME FOR BID ACCEPTANCE:**
Bid prices are irrevocable for a period of 120 days following bid opening. After opening bids, the Procurement Officer may request bidders to extend the time during which the State may accept their bids, provided that, with regard to bids, no other change is permitted.

- H. The following bonds are required if the Contract Amount, including Unit Prices, Allowances and Alternates as applicable, is in excess of \$100,000.00
- 1) Bid Bond in the amount of 5%
 - 2) Payment and Performance Bonds in the amount of 100%
- I. ALL BIDDERS are directed to obtain the Contract Documents directly from eMMA. Please go to the “Forms and Attachments” section of the solicitation and view and/or print the plans, specifications, any/all addenda, and all other documents available. Bidders will be able to view, print and/or download the Contract Documents from eMMA. Downloading the Contract Documents will permit the bidder to take the Contract Document to the “print shop” of their choice for printing.

NOTE: Depending on the type/speed of your internet connection, and the size of the file(s), this download could take 20 to 30 minutes or more.

NOTE: For the purposes of bidding, all Contract Documents used for bidding, must be printed in the size and resolution advertised.

NOTE: The Procurement Officer will issue a “Notice to all Bidders” which can be found under the Forms and Attachments section of the Solicitation advising bidders that an addendum has been issued.

2. FORMS AND ATTACHMENTS: For this solicitation, the following forms must be submitted with the bid:

- 1) **Bid Proposal Affidavit** -- in accordance with the Instructions to Bidders for Construction Projects, Item 2.B.(6)

(2) SBR Contract Affidavit

ALL forms required to be submitted prior to the deadline for receipt of bids must be received by the Department of General Services prior to the deadline for receipt of bids stated in this Solicitation Fact Sheet, or as may be amended.

3. COMPLETION TIME AND LIQUATED DAMAGES:

The work shall be completed within 30 calendar days from the start date of the contract. If the work is not completed within the time period specified, the contractor will be liable for liquated damages of \$250.00 per calendar day as specified in the “General Conditions”.

4. QUESTIONS DEADLINE:

The deadline for questions has been established as 5/1/23__ at 11am__, to assure that there is enough time to allow the A/E to provide responses and Addendum issuance if necessary. Please submit all questions to the Procurement Officer: James Alston – james.alston1@maryland.gov and Supervisor Christine Stenhouse – christine.stenhouse1@maryland.gov.